

**STATE OF WISCONSIN
CLASSIFICATION SPECIFICATION
REAL ESTATE SUPERVISOR**

I. INTRODUCTION

A. Purpose of This Classification Specification

This classification specification is the basic authority [under Wis. Admin. Code ER 2.04] for making classification decisions relative to present and future professional positions located within the Department of Transportation and the Department of Veterans Affairs. Positions allocated to this classification supervise employees performing professional real estate work performed in connection with state improvement projects or property management. This classification specification will not specifically identify every eventuality or combination of duties and responsibilities of positions that currently exist, or those that result from changing program emphasis in the future. Rather, it is designed to serve as a framework for classification decision-making in this occupational area.

B. Exclusions

Excluded from this classification are the following types of positions:

1. Positions which do not meet the statutory definitions of supervisory as defined in Wis. Stats. 111.81(19).
2. All other positions which are more appropriately identified by other classification specifications.

D. Entrance Into This Classification

Employees typically enter positions within this classification by competitive examination.

II. DEFINITION

REAL ESTATE SUPERVISOR

This is highly responsible professional real estate supervisory, administrative, and technical work. Positions spend the majority of time providing direct supervision to Real Estate Specialists. Direct and monitor the work of real estate staff in central office or the districts to ensure compliance with federal and state laws, rules and regulations, policies and procedures. Responsible for keeping the Real Estate Program in compliance with legislative and policy changes relating to the real estate process. Represent the Department on real estate matters with other state agencies, professional real estate and appraisal organizations, and the public. Work is performed independently under general supervision.

III. QUALIFICATIONS

The qualifications required for these positions will be determined at the time of recruitment. Such determinations will be made based on an analysis of the goals and worker activities performed and by an identification of the education, training, work, or other life experience which would provide reasonable assurance that the knowledge and skills required upon appointment have been acquired.

